



WORK SESSION & MEETING AGENDA

City Council

Wednesday, January 24, 2024

Maupin Civic Center (507 Grant Ave.) and virtually on Zoom:

<https://us02web.zoom.us/j/84802522147?pwd=SlZHSndod2RhY09NRE8xN0J0djRWZz09> or dial 1-253-215-8782 (Meeting ID: 848 0252 2147 Passcode: 978965)

PUBLIC COMMENT: Individuals wishing to address City Council on items not already listed on the Agenda may do so during the Public Comment item on the Agenda. The maximum amount of time for all public comments under the Agenda item will be 15 minutes. Council will not engage in dialogue but can consider scheduling any matter as an Agenda item at a future Council Meeting. At other times throughout the meeting, please wait for the current speaker to conclude and raise your hand to be recognized by the Mayor for direction. Speakers are required to give their name and address. Please limit comments from three to five minutes, unless extended by the Mayor.

PLEASE NOTE: With the exception of Public Hearings, the Agenda is subject to last minute changes; times are approximate – please arrive early. Meetings are ADA accessible. For special accommodations please contact the City Recorder in advance at 541-395-2698. *Las reuniones son ADA accesibles. Por tipo de alojamiento especiales, por favor póngase en contacto con la registrador de la ciudad 541-395-2698.*

5:30 p.m.	Work Session: City Manager Contract
6:30 p.m.	Call to Order / Roll Call of City Council and Staff / Pledge of Allegiance
	Consent Agenda
	Public Comment
	Reports
	Decision subsequent to Work Session
	Presentation: Wasco County Emergency Operations Plan
	Consider: TextmyGov Program
	Consider: Special Event Permit Ordinance
	Consider: Renew Adopt a Highway Program
	Consider: RV Enforcement Moratorium
	Discussion: Recycling Depot Shed and Refundable Donations
	Consider: Nuisance and Abatement Ordinance
	Schedule City Council Goal Setting Work Session
	Communications
	Adjourn

If you have questions about Maupin's City Council meetings, please contact the City Recorder. CITYOFMAUPIN.ORG



CONSENT AGENDA

Items of a routine and non-controversial nature are placed on the Consent Agenda to allow the Council to spend its time on significant items and issues. Any Council member may request that an item be withdrawn from the Consent Agenda and be placed in the business section of the Agenda.

DOCUMENTS

[Minutes of November 15, 2023 City Council Meeting](#)

[Minutes of December 20, 2023 City Council Meeting](#)

[Minutes of January 8, 2024 City Council Work Session & Special Meeting](#)

MOTION

I move to approve the Consent Agenda as presented.

I move to withdraw _____ from the Consent Agenda and place it in the business section of the Agenda.



MINUTES

City Council Meeting

Wednesday, November 15, 2023

Maupin Civic Center (507 Grant Avenue) and virtually on Zoom

Call to Order / Roll call of City Council and Staff / Pledge of Allegiance

Mayor Carol Beatty called the regular session meeting to order at 6:30 p.m. Roll call of City Council and Staff was conducted by City Recorder Christine Wolfe.

Presiding: Mayor Beatty

Council Present: Mark Roper, Mike Foreaker, Rob Miles, Kathy Peck, Shelby Dumire, Tom Troutman

Council Absent: Mike Foreaker (excused absence)

Staff Present: Recorder Wolfe, City Attorney Ruben Cleaveland, Administrative Assistant Bronte Dod, Community Liaison Melissa Napoli, City Manager Pro Tem Nick Smith

Visitors Present: Kathy Richey, Allison Bechtol, Randy Bechtol, Jon Helquist, Medy Gantz, Rod Woodside, Mike Luebke

Consent Agenda

Councilor Miles moved to approve the consent agenda as presented. Councilor Peck second. No further discussion. The motion passed unanimously on a 6-0 vote. Ayes: Beatty, Miles, Peck, Roper, Dumire, Troutman; Nays: None.

Public Comment

None

Reports

Councilor Troutman asked for an update on the Staats Avenue-Second Street planning and garage issue. Councilors and staff discussed the garage in the right of way and potential delay of utility extension because of the garage and other issues in the right of way. Councilor Miles confirmed that the last decision was for Planning Commission to look at the area and the issues. Staff confirmed that the topic would be placed on the next Planning Commission agenda.

Special Event Liquor License

Staff talked about the Maupin Holiday Festival and whether the City should allow alcohol at events on City property. Mike Luebke from Oregon Trail Insurance spoke about liability issues with allowing alcohol at special events. Proper liability, certificates, and insurance need to be in place prior to holding the event. Councilors Miles, Roper, Dumire, and Peck were in favor of allowing alcohol to be served on city property for the event.

Councilor Miles moved to approve the Maupin Market to serve alcohol in Kaiser Park during the Maupin Holiday Festival on Sunday, December 3. Councilor Dumire second. No further discussion. Motion passed unanimously on a 6-0 vote. Ayes: Beatty, Miles, Peck, Roper, Dumire, Troutman; Nays: None.

Staff would like the City to adopt a special event permit ordinance that would help create a policy for events and help community development. Councilors directed staff to present a draft ordinance at the next meeting. Councilor Troutman wanted to confirm that the City is covered with insurance if events had alcohol.

Discussion about whether the Maupin Market holds the correct license to serve alcohol. Councilor Miles suggested changing the motion to allow for a licensed vendor to serve in the event that the Market cannot.

Councilor Miles made a motion to rescind his previous motion. Dumire second. Motion passed unanimously on a 6-0 vote. Ayes: Beatty, Miles, Peck, Roper, Dumire, Troutman; Nays: None.

Councilor Miles moved that the City allow the opportunity for an approved liquor license holder to serve alcohol on City property during the Maupin Holiday Festival on Sunday, December 3. Councilor Dumire second. No further discussion. Motion passed unanimously on a 6-0 vote. Ayes: Beatty, Miles, Peck, Roper, Dumire, Troutman; Nays: None.

City Manager Pro Tem presented an update on the Grant Avenue street improvement project and is seeking clarity on the budget for the project. The City received a \$100,000 SCA grant for the project, but the total cost will be beyond that. Councilors need to provide direction on the scope of the project and budget.

Grant Avenue Invitation to Bid

Councilor Troutman recommends reducing the improvement to replacing the existing North sidewalks, paving a 24-foot wide asphalt pavement with 8 foot wide gravel shoulders rather than paving curb to curb with sidewalks on the South as well. Councilor Miles agreed. That would cost about \$143,000.

Consensus from Council on the direction of the project to proceed with Councilor Troutman's recommendations.

Nuisance and Abatement Ordinance Amendment

Attorney Cleaveland presented an update on the nuisance and abatement ordinance. Staff and Attorney Cleaveland approached the Wasco County Circuit Court and asked if they would be willing to take on the cases for nuisance and abatement and act as the municipal court. The Circuit Court agreed and there need to be some amendments to the nuisance and abatement ordinance. The City will not need to pay the Circuit Court for these services and will be exempt from filing fees. The City will still try to achieve voluntary compliance in nuisance and abatement cases first.

Community Liaison Napoli and Attorney Cleaveland will work on those draft ordinances. The changes will make enforcing

	the nuisance and abatement ordinance clearer and more efficient. The draft ordinance amendment and MOU will be available at next meeting.
City Manager Recruitment Update	Prothman reported that there three applicants for the position as of Monday.
Yellow Rosebush Energy Center	Public meetings were held about a proposed new solar energy facility in Wasco County. Mayor Beatty will work with the County Commissioners to make sure that the City receives economic development funds from the solar project.
Adjourn	The next meeting will take place on December 20, 2023, at 6:30 p.m. Mayor Beatty adjourned the meeting at 7:29 p.m.

Respectfully Submitted by Christine Wolfe, City Recorder

Signed: _____
Carol Beatty, Mayor

Attest: _____
Christine Wolfe, City Recorder



MINUTES

City Council Work Session & Meeting

Wednesday, December 20, 2023

Maupin Civic Center (507 Grant Avenue) and virtually on Zoom

Executive Session: ORS 192.660(2)e) – Real Property Transactions	Councilors entered Executive Session at 5:30 p.m. Councilors adjourned at 6:23 p.m.
Call to Order / Roll call of City Council and Staff / Pledge of Allegiance	Mayor Carol Beatty called the regular session meeting to order at 6:30 p.m. Roll call of City Council and Staff was conducted by Administrative Assistant Bronte Dod. <i>Presiding:</i> Mayor Beatty <i>Council Present:</i> Mark Roper, Mike Foreaker, Rob Miles, Kathy Peck, Shelby Dumire, Tom Troutman <i>Council Absent:</i> None <i>Staff Present:</i> City Attorney Ruben Cleaveland, Administrative Assistant Dod, Community Liaison Melissa Napoli, City Manager Pro Tem Nick Smith <i>Visitors Present:</i> Joel Madsen, Ben Gates, Colleen Strohm, Christy De La Rosa, Suze Riley, Jim Winterbottom, Dan Meader, Rod Woodside, Allison Bechtol, Doug Lowell, Medy Gantz, Jon Helquist
Consent Agenda	Councilor Miles moved to approve the consent agenda as presented. Councilor Dumire second. No further discussion. The motion passed unanimously on a 7-0 vote. Ayes: Beatty, Miles, Peck, Roper, Dumire, Troutman; Nays: None.
Public Comment	Colleen Strohm asked why the City accepts refundable cans and bottles to be donated bi-weekly to The Life Raft Pantry and to a private citizen. States that it doesn't seem right for people to donate at the public recycling center to benefit a private citizen.
Reports	No questions on submitted reports.
Decision subsequent to Executive Session: ORS 192.660(2)e) – Real Property Transactions	<p>A letter of intent has been submitted to the City by Columbia Cascade Housing Corporation who will work with a private landowner to develop 24 affordable housing units.</p> <p>Councilor Miles said Councilors support the project, but the City has little funds to put in a project like this and proposed amending the Letter of Intent, which states that CCHC will agree to build the housing to those earning up to 60% of the area's median income should the City be able to develop the street and underground utilities. Mayor Beatty recommends that the City sign the LOI as is.</p> <p>Councilor Peck moved to authorize Mayor Beatty to sign the Letter of Intent as provided and support this opportunity to look at affordable housing for Maupin. Councilor Troutman second. No further discussion.</p>

Motion passed on a 6-1 vote. Ayes: Beatty, Peck, Roper, Dumire, Troutman, Foreaker; Nays: Miles.

The Dalles Disposal Rate Increase

Waste Connections District Manager Jim Winterbottom presented the request for a rate adjustment of 2.65% to help offset the rising operational costs and disposal fees.

Councilor Miles moved to approve Jim Winterbottom's fabulous proposal from Waste Connections to increase the rate 2.65% effective January 1, 2024. Councilor Foreaker second. No further discussion. The motion passed unanimously on a 7-0 vote. Ayes: Beatty, Miles, Peck, Roper, Dumire, Troutman; Nays: None.

Planning Commission recommendation for Rainbow Tavern Liquor License Extension

Planner Dan Meader presented the staff report.

Councilor Peck moved to accept Planning Commission's recommendation to approve RLK & Company's liquor license extension for the Rainbow Tavern. Councilor Miles second. No further discussion. The motion passed unanimously on a 7-0 vote. Ayes: Beatty, Miles, Peck, Roper, Dumire, Troutman; Nays: None.

Draft Special Event Permit Ordinance

Attorney Cleaveland presented the draft special event permit ordinance to establish a process for the City Manager to approve special events that occur on City property and put conditions on it. Councilors and staff discussed the draft ordinance for a special event permit ordinance. Discussion included insurance requirements and allowing changes to the permit regarding vendors after it has been approved.

Attorney Cleaveland will update the language explicitly allowing food carts on city property during special events and allowing the City Manager to have some discretion about changes to the application regarding vendors and will present the ordinance for approval at the January meeting.

Code Enforcement

Attorney Cleaveland presented the MOU with the Wasco County Circuit Court to act as the City's municipal court. The jurisdiction can be transferred back to the City.

Councilor Miles moved to approve the Memorandum of Understanding for court services with Wasco County Circuit Court and authorize Mayor Beatty and staff to execute the agreement. Councilor Troutman second. No further discussion. The motion passed unanimously on a 7-0 vote. Ayes: Beatty, Miles, Peck, Roper, Dumire, Troutman; Nays: None.

Attorney Cleaveland presented the draft amendments to the nuisance and abatement ordinance. Councilors discussed the code compliance process.

Set Date for Water System Improvements Work Session/Special Meeting

The work session/special meeting to discuss financing for the water tank leak and water system improvements will take place on Monday, January 8 at 10 a.m.

City Manager Recruitment Update

Three candidates are moving forward in the City Manager recruitment process. An open house for members of the public to meet the candidates will take place in the evening on Wednesday, January 10 at the Civic Center. The interviews will take place on Thursday, January 11.

Adjourn

Mayor Beatty recommends that the issue of the donated refundable cans at the Recycling Depot will be on the January agenda. The next regular meeting will take place on January 24, 2024, at 6:30 p.m. Mayor Beatty adjourned the meeting at 7:40 p.m.

Respectfully Submitted by Christine Wolfe, City Recorder

Signed: _____
Carol Beatty, Mayor

Attest: _____
Christine Wolfe, City Recorder



MINUTES

City Council Work Session & Special Meeting

Monday, January 8, 2024

Maupin Civic Center (507 Grant Avenue) and virtually on Zoom

Call to Order / Roll call of City Council and Staff / Pledge of Allegiance

Mayor Carol Beatty called the regular session meeting to order at 10:02 a.m. Roll call of City Council and Staff was conducted by City Recorder Christine Wolfe

Presiding: Mayor Carol Beatty

Council Present: Mark Roper, Rob Miles, Kathy Peck, Shelby Dumire, Tom Troutman

Council Absent: Mike Foreaker

Staff Present: Recorder Wolfe, Administrative Assistant Bronte Dod, City Manager Pro Tem Nick Smith

Visitors Present: Valerie Egon, Troy Baker, Carrie Pipinich, Gail Nelson

Upper Reservoir Water Tank Leak Repair Financing

City Manager Pro Tem Nick Smith presented information about the water system improvements and the leak in the upper reservoir water tank that was detected this fall. Staff and engineers are recommending repairing the tank quickly with loan financing from the Business Oregon Special Public Works Fund. The City has some funds in its Water System Improvement line item to contribute to the repair, but the majority will need to be financed through a loan. The loan will be paid back through user rates.

Staff also needs direction on whether or not to continue pursuing financing for the five priority projects that were going to be included in the Letter of Intent to apply for the Safe Drinking Water Revolving Loan Fund.

Valerie Egon, Regional Development Officer for Business Oregon, presented information about the financing options.

Councilors and staff discussed timeline of the leak and repair, temporary patching to mitigate the leak, recommendations from the engineers for repair and replacement, recommendations in the Water System Master Plan (2022), and the City's FY 23-24 Water Fund budget. Councilors and staff agreed that the repair and rehabilitation should take place as soon as possible. Financing will likely take a few months. The project will also be included in the LOI for SDWRLF, which has better interest rate options but may not be available as quickly.

Councilors and staff also discussed the impact on water user rates. With the SPWF financing for the water tank leak repair, water user rates will likely increase to around \$40 per month. The new rate would not go into

effect until construction on the project has ended, likely sometime in 2024. The rate increases will cover the debt service that the City will need to take on to complete the project.

They also discussed the requirements of the SDWRLF, which will include rate increases up to around \$70 per month and installing meters at every connection. These rates will not go into effect until construction on projects has ended, like about four years from submitting the LOI. The rate increases will cover the debt service that the City will need to take on to complete the project.

Councilor Miles moved to authorize City Staff to submit an application to the Special Public Works Fund to complete the upper reservoir water tank leak repair and rehabilitation. Councilor Troutman second. No further discussion. The motion passed unanimously on a 6-0 vote. Ayes: Beatty, Roper, Miles, Troutman, Peck, Dumire; Nays: None.

Water System Improvements Financing

Councilor Miles moved to instruct City Staff to amend the Letter of Intent to apply for the Safe Drinking Water Revolving Loan Fund to include the upper reservoir water tank leak repair and rehabilitation. Councilor Peck second. No further discussion. The motion passed unanimously on a 6-0 vote. Ayes: Beatty, Roper, Miles, Troutman, Peck, Dumire; Nays: None.

Adjourn

The next meeting will take place on January 24, 2024 at 6:30 p.m. Mayor Beatty adjourned the meeting at 11:28 a.m.

Respectfully Submitted by Christine Wolfe, City Recorder

Signed: _____
Carol Beatty, Mayor

Attest: _____
Christine Wolfe, City Recorder



REPORTS

DOCUMENTS

[Staff Report: City Manager Pro Tem Nick Smith](#)

[Staff Report: Administrative Assistant Dod](#)

[Staff Report: Community Liaison Napoli](#)

[Report: Maupin Area Chamber of Commerce](#)



City of Maupin
507 Grant Ave.
PO Box 308
Maupin, Oregon 97037

STAFF REPORT
Prepared by: Nick Smith
January 19, 2024

Grant Avenue:

- Anderson Perry is currently developing initial design drafts for the Grant Avenue street improvement project, which should be ready in two weeks. If we are going to have a chance to apply for the SCA grant again we must break ground on this project before June 1

Upper Reservoir:

- Anderson Perry is currently reviewing videos taken during the upper reservoir inspections and leak repair to determine the way forward on this project. So far it has been determined that the purchase of a new tank is not a cost-effective way to go. Once the engineers complete their review and letter we can submit the funding request

Wastewater Facilities Plan:

- We started the One-Stop financing application through Business Oregon to explore funding for the WWFP recommendations. Anderson Perry completed their sections of the application and returned it to us to fill in remaining details. We will finalize and submit the full application to Business Oregon during the week of the 22nd.

Staats Avenue-Second Street:

- Design and engineering. No timeline for bidding or construction yet.
- Working with Anderson Perry on road development options



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STAFF REPORT

Prepared by: Administrative Assistant Bronte Dod

Planning Commission met on January 9, 2024 and:

- Approved preliminary subdivision plat for McLucas Upriver Estates
- Scheduled a work session January 23, 2024 to discuss a permanent food cart ordinance

Planning & Land Use

- Planner Meader approved:
 - New deck construction at 619 Deschutes Avenue
 - Change to site plan for 511 Deschutes Avenue
- Working with business owners on sign issues. A few new signs had been installed without going through the sign permit application process. Code compliance will take over for properties not in compliance.
- Transportation & Growth Management Program Grant
 - First Advisory Committee meeting and public event will take place January 23

Streets

- ODOT is beginning the Highway 197 Riverwalk project. Affected property owners will receive notification of a period to make comments on the methodology for the design. Estimated construction has been postponed to 2026. The ODOT project manager and staff are meeting to discuss a public outreach strategy. ODOT will present information to Council at the April meeting.

Water/Sewer

- Public Works is still completing the GIS mapping project

Community & Economic Development

- Working with grantees on an agreement and their scopes of work for the Maupin Main Street Façade Improvement Program grants. Most projects will take place in the spring. A full report will be provided once the agreements are finalized.

Parks

- The boat ramp replacement project is moving into the next phase. Staff will continue to work with KPFF to apply for the next round of OSMB grant that will fund engineering and permitting.

Broadband

- Working with Blue Mountain and LS on gaps in fiber connections
- Working with Q-Life to figure out next steps for fiber conduit install along with new utility extensions



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Community Development
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communityliaison@cityofmaupin.org
cityofmaupin.org

STAFF REPORT

Prepared by: Melissa Napoli, Community Liaison
January 19, 2024

Community Development

- Planning has begun for the second annual South Wasco Garden Expo to be held March 9 in partnership with the South Wasco County Library, the Dig n' Hoe Garden Club, the OSU Extension Office and Master Gardener Program and the Maupin Area Chamber of Commerce.
- Community Liaison Napoli has been appointed by the Wasco County Board of Commissioners to serve on the Public Transportation Advisory Committee and will be representing Maupin and South Wasco County in this role for a two-year term.

Safety and Emergency Management

- Natural Hazard Mitigation Plan

City staff have developed a Steering Committee for Maupin's addendum to the county's Natural Hazard Mitigation Plan and held the first meeting on January 16. This work session was focused on orienting new steering committee members to the NHMP and identifying critical facilities and infrastructure, as well as identifying issues/potential hazards to Maupin. The steering committee includes City Hall staff, Chief Troutman, Pro Temp City Manager Nick Smith and Public Works employee Gary Burnett.

Community Liaison Napoli is additionally serving on the Incorporated Communities subcommittee and the Outreach Subcommittee for the county's NHMP.

- Emergency Operations Plan

Wasco County has recently announced their intention of updating the county's current EOP and have invited incorporated cities to submit addendums into the new plan for the county. Work done to this point on the city's own EOP can be instrumental in writing Maupin's addendum to the county's plan. Numerous areas of potential improvement have been identified through this project and are being addressed within the various departments of the city. Community Liaison Napoli is serving on the Wasco County EOP committee.

Staff request that council consider participating in Wasco County's EOP by writing / providing an addendum.



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- **Employee Safety Program**

A new safety committee comprised of employees from each department is being formed to serve the city for 2024.

Accomplishments in 2023 included new, functional eye wash stations for departments that store or use chemicals, new PPE such as eye and hearing protection for public works employees, monthly safety training requirements for all employees, air quality monitoring equipment purchased for public works employees who work in confined spaces and new protocols designed to keep employees who manage chemicals safer on the job.

Fire Department

- Chief Troutman approved the decision to begin implementation of the steps required for certification in the Firewise USA program. Tasks already planned as part of the Community Wildfire Risk Reduction program will be credited towards Maupin's certification as a Firewise Community. Community Liaison Napoli will continue to work under the direction of Chief Troutman to facilitate these programs.
- Staff are working with the American Red Cross to facilitate a no cost smoke alarm installation day later in January. This effort will be supported by the Maupin Volunteer Fire Department.

The American Legion Hall

- Structural engineers have completed their work in the Legion Hall and submitted a report to the city. The Engineer's findings ([linked here](#)) support the earlier commercial inspection results and cite numerous significant structural vulnerabilities which raise serious safety concerns. A grassroots committee of volunteers- the Legion Hall Restoration Committee- is gathering information on funding options, either for restoration of the existing building or for new construction on a community center type building on the same site.
- Staff request that council consider appointing this committee to advise City Council on progress, opportunities, and potential funding sources for this project.

Code Enforcement

- **Open Burning in Maupin:** City staff are working with City Attorney Cleaveland to make recommendations to City Council on ordinances regulating open burning and the burn permit process. Staff expect to present these recommendations at the February council meeting.
- **RV Occupancy Program** ended 12/31/23. At this time, there is one resident who has confirmed their continued participation in the program, utilizing their RV a few days per month.
- Staff continue to work with Attorney Cleaveland to update Maupin Municipal Code 9:10; Nuisance and Abatement in regard to the hearings processes.



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The Maupin Recycle Depot

- Concerns within the community have been raised regarding collection of cans and bottles at the Maupin Recycle Center. In early 2023, Community Liaison Napoli was authorized by the prior city manager to allow the Food Pantry to collect the refundable items as a means of fundraising.
- Prior to this, a private resident had been collecting them. Following the city's decision to allow the pantry to have the refundable items, the food pantry's representative then contacted the private resident and arranged to share the bottle collection and created a bi-weekly schedule for pick up. The city was not included in this negotiation.
- Sanitization concerns have been raised relating to the storage of cans and bottles near the city's water supply as the items draw insects and rodents, as well as creating strong odors.
- City staff and Mayor Beatty discussed the ongoing complications, and the decision was made to pause can and bottle collection. This decision was conveyed to both the private resident and the food pantry representative.
- Staff request that council consider the following options:
 - A. Continue allowing the private resident and the food pantry representative to pick up cans and bottles on alternating weeks.
 - B. Grant access ONLY to a nonprofit.
 - C. Cease collection of cans and bottles for all entities/individuals.
 - D. Cease collection of cans and bottles for all entities/individuals, but invite nonprofits to stock the recycle center with Blue Bags from the Oregon Bottle Drop Program- tagged with their nonprofit's info- for residents to pick up and fill/return themselves.



CHAMBER NEWS

The Chamber is in full planning mode for spring and summer activities.

Dates for the year are as follows:

- Ride the Rapids - cycle various routes around Maupin & Tygh Valley May 4th 2024
- Maupin Daze - our annual parade, street fair & fun in the park May 18th 2024
- Troutfest - held at the Oasis Riverview Campground June 1st 2024
- Maupin Madness - 3-day motorcycle rally June 6-9th 2024
- SUP races on the Deschutes June 29th 2024
- Ride Row Run with Tricycle races & Cornhole Tourney Sept 21 & 22nd 2024
- Festival of Light, Christmas tree lighting December 1st 2024

Recent weather conditions certainly slowed things down a bit, but by the time you read this things should be back to normal programming!



CONSIDER: TEXTMYGOV PROGRAM

DOCUMENTS

[TextMyGov Presentation](#)

[TextMyGov Proposal](#)

MOTION

The background features abstract geometric shapes. A large green triangle is in the top right, and a black triangle is in the bottom right. A white diagonal line separates these two triangles. On the left side, there is a vertical green bar. The text is positioned on the white background.

TextMyGov

Maupin, OR

WHY **TEXTMYGOV**

The most efficient way to communicate with your citizen is via text. No app, no email, no sign up required.

Our two-way smart response allows citizens to ask questions, and report issues all from their cell phone.

Customize your notifications/alerts based on groups, departments, or physical location.



 Receive Alerts

 Request Information

 Report Issues

TEXTMYGOV FOR Maupin, OR

Every agency uses TextMyGov a little bit different. Here are some **KEY** features that would best help Maupin, OR



Based on our conversations. Here is how we can help:

- **Sending notifications to residents.**

For example, Recycling reminders, library activities, road closing, changes in parking structure, etc.

- **Scheduling notifications in advance.**

Examples could include meeting reminders, dates when the city office is closed, etc.

- **Using map selection to notify residents living on a specific street.**

Examples: Street shutdown for water line break... etc.

WHY TEXTMYGOV?



No Download Needed

- Citizens don't need to download an app, or subscribe to an email service. If they have a cell phone they have access to alerts/notifications.



Dedicated Account Management

- Every account has a Dedicated Account Manager who will help set up your entire account. We specifically work with local governments so they will be able to provide suggestions on best practices and ideas on how you can maximize the service.



Unlimited Training

- Your account manager will provide unlimited training for staff. We know that departments can turn over, so we are here to help train new staff, new departments, or even just a refresher.

Try it Out!

Text “Hi” to 435-265-4446 to how the interactive texting feature works



WWW.TEXTMYGOV.COM



TextMyGov

PROPOSAL

DATE: 12/05/2023

PREPARED FOR:
MAUPIN
408 DESCHUTES AVE, MAUPIN, OR 97037, USA

PREPARED BY:
SAM STASTNY
ACCOUNT EXECUTIVE | TEXTMYGOV



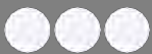
INTRODUCTION TO TEXTMYGOV



TextMyGov was developed to open lines of communication with local government agencies and citizens. The system works 24 hours a day and easily connects with your website and other communication methods.

Using the regular messaging app on any smartphone, the smart texting technology allows the citizen to ask questions and get immediate responses, find links to information on the agency's website, address problems, report any issues and upload photos.

According to the Pew Research Center, 97% of smartphone owners text regularly. The technology analysts at Compuware reported that 80 to 90% of all downloaded apps are only used once and then eventually deleted by users.



TEXTMYGOV SOLUTIONS



Communicate

TextMyGov uses smart texting technology to communicate with citizens. Local government agencies can answer questions, send links to their website, and provide details on garbage pickup, utility payments, city news, events, office hours, just to name a few.



Engage

TextMyGov uses smart texting technology to engage with citizens. Citizens can easily report issues to any department, such as potholes, drainage problems, tall grass, junk cars. The issue reporting function can be customized for each department and their most commonly reported items. Agencies can engage citizens and ask specific guided questions regarding location, address, street name, and more. If your goal is to engage with citizens and get smart valuable data- You need TextMyGov.



Boost Website Traffic

TextMyGov uses smart texting technology to maximize a city's website. Citizens can text in keywords like festival, parking, ticketing, meeting, sporting event, etc. The smart texting technology can answer the question or send a link from the city's website with additional information. Local government agencies spend thousands of dollars each year on their website. TextMyGov is the best way to benefit from that investment. If your goal is to benefit from your website investment- You need TextMyGov.



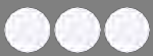
Track

TextMyGov uses smart texting technology to track and record all the information that is sent in. Agencies can track the cell phone number, date, and time of every request. If your agency wants to be compliant with FOIA- You need TextMyGov.



Work

Smart texting uses detailed information to track a citizen's request or create a work order. Work orders and requests can be generated and completed. Smart texting allows you to easily collect information like name, location, street address, and allows the user to upload a photo. If your agency wants to track real requests and real work orders submitted by a real cell phone number- You need TextMyGov.



IMPLEMENTATION

GETTING STARTED

After the execution of the basic service agreement, a project manager will be assigned to assist the client through implementation. A local phone number will be obtained for use with TextMyGov.

CONFIGURATION

The project manager will work with the client to customize interactive responses, create automation flows, and keyword lists. Training will be provided on how to quickly create and edit data.

MEDIA KIT

Advertising materials will be provided to the client, including an infographic for the website and downloadable flyer for social media and other communication methods used by the agency.

Unlimited Training and Support

After initial implementation and training, unlimited on-going support is included. Our experts are available Monday - Friday 6am-5pm MST.





SUBSCRIPTION COST BREAKDOWN

This quote represents a subscription to TextMyGov with an initial TERM of Two-Years. The agreement is set to be automatically renewed after the initial term has finished. Support and services fees may increase in subsequent years but will increase no more than 5% per year. See below for the package price and other details.

Terms and conditions can be printed and attached as Exhibit A or viewed at [www.TextMyGov.com/terms](http://www.textmygov.com/terms) HYPERLINK "http://www.textmygov.com/terms"

Package	Price	Billing
TextMyGov: <ul style="list-style-type: none">• TextMyGov web-based software (Notifications only)• Short code number (outgoing messages)• Unlimited users & departments• Unlimited support for every user• 10 GB manage online data storage• 25000 Text messages per year	\$1,500	Annual
Implementation/Setup Fee	\$500	One Time
	First year total	Year one
	Total recurring	Annual

Terms

- *This is a Two-Year Term.*
- *After the initial Two-Years , the agreement will revert to year-to-year*
- *Cancellation requires a 60-day written notice*
- *Customer is required to put TextMyGov widget on agency's website*
- *This proposal is valid until January 25th, 2024*
- *Customer is required to provide a copy of W-9*

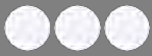




ADDITIONAL SERVICES

Additional Services	Price	Billing
Enhanced Media & Care Package <ul style="list-style-type: none">Marketing material and expert implementation to promote and optimize TextMyGov, see us here for additional information: Enhance Media Package	Price is based on population- See Account Executive for details.	Annual
Additional Storage <ul style="list-style-type: none">100 GB of additional storage.	\$250 per unit	Annual
Additional Text Messages <ul style="list-style-type: none">25,00050,000100,000	\$300 \$550 \$750	Annual
Database <ul style="list-style-type: none">Database of your local residence to improve citizen engagementDatabase might have been quoted in the original quote. See your package breakdown for details	Price is based on population. See Account Executive for details.	





AGREEMENT CONFIRMATION

We need two contacts for implementation. A cell phone is required for implementation. We also need the best contact for installing the widget on your agency's website.

Implementation Contact 1

Name	
Title	
Email	
Office Phone	
Cell Phone	

Implementation Contact 2

Name	
Title	
Email	
Office Phone	
Cell Phone	

Billing Contact

Name	
Title	
Email	
Office Phone	
Address	
W-9	Please attach W-9 in a separate email or enter the EIN number here

Agreement Signature

Name	
Title	
Date	
Signature	

Widget Contact

Name	
Title	
Email	
Office Phone	

(This person is responsible for placing the TextMyGov widget (see options- [TextMyGov | Widget Link](#)) on the agency's website within 60 days of the agreement signature. The TextMyGov widget will remain on the agency's website for the duration of the agreement. If the widget is not placed on the City/County website within 60 days, the Agency agrees to pay an additional \$1,000 towards setup costs (this is to cover TextMyGov's time)



TWILIO CONTACT

Twilio Authorized Contact 1

Name	
Title	
Email	
Office Phone	
Business Title:	

Twilio Authorized Contact 2

Name	
Title	
Email	
Office Phone	
Business Title:	

I confirm that my nominated authorized representatives agree to be contacted by Twilio.

Twilio contact can be the same as the implementation contact. Twilio requires us to have two authorized contacts. They rarely reach out, but if there are any support questions, they require these contacts.



CONSIDER: SPECIAL EVENT PERMIT

DOCUMENTS

[Special Event Permit Ordinance](#)

MOTION

CITY OF MAUPIN

ORDINANCE NO: _____

AN ORDINANCE OF THE CITY OF MAUPIN PROVIDING FOR THE REGULATION OF SPECIAL EVENTS AND ESTABLISHING A PERMIT PROGRAM TO CONDUCT A SPECIAL EVENT.

WHEREAS, the Common Council of the City of Maupin (“City”), recognizes that special events enhance the character and community good will in the City;

WHEREAS, the Council desires to create a permit system to allow persons or organizations to conduct special events on City property or in the City right-of-way; and

WHEREAS, the permit system will enhance public health, safety, and public peace when special events are conducted.

NOW, THEREFORE, BASED ON THE FOREGOING, THE CITY OF MAUPIN ORDAINS AS FOLLOWS:

Section 1: Permit Required. No person, persons, or organization shall organize, promote, conduct, or allow to be organized or conducted any special event within the City of Maupin without first obtaining a permit from the City Manager or the City Manager’s designee. For purposes of this section, a “special event” includes but is not limited to any dance, music festival, road race, parade, run, carnival, festival, or other gathering involving the assembly of a large group of people which is advertised to the public at large and conducted on City property or City right-of-way.

Section 2: Application Approval.

1. **Application Requirements:** Applications for a special event permit shall contain the following:
 - a. Applications must be submitted at least 60 days prior to the event or the application will not be considered
 - b. The name and address of the applicant;
 - c. The location, date, and time the event will be held;
 - d. A description of the event;
 - e. Expected attendance;
 - f. Marketing information;

- g. Whether alcohol will be sold or provided (indicate which), and if so, who will be serving the alcohol and relevant insurance information shall be attached and how OLCC rules will be complied with;
 - h. Whether food will be served, and if so, who will be serving the food and relevant information shall be attached. Food carts are allowed for special events; applications shall include information regarding whether food carts will be used and proof of permits and compliance with Oregon Health Authority and North Central Public Health District requirements;
 - i. Site Plan of the event that includes information about parking, sanitation, food and alcohol service, music, signage;
 - j. Certificate of liability insurance; A certificate of insurance for general liability naming the City of Maupin as an Additional Named Insured for amount not less than \$2,000,000 per occurrence, and \$3,000,000 general aggregate coverage. Coverage shall indicate that City will receive 30 days' notice of cancellation or material modification. If alcohol is to be served or sold, host liquor liability coverage in the amount of \$2,000,000 aggregate is also required. The City reserves the right to increase coverage minimum; and
 - k. Any other information reasonably required by the City Manager or the City Council.
2. Fees: Permit fees shall be set and amended as needed by resolution of the City Council.
3. Application Approval: If the City Manager is satisfied that the special event can be held without harm to the health and safety of the public or event participants, and that the plans comply with all requirements of state and local laws and regulations, the City Manager may issue the permit. The permit shall state the date and time that the event may be held as well as any reasonable conditions concerning the manner in which the event may be held. The permit shall also state whether food carts are authorized and any particular requirements regarding operation of food carts as determined to be appropriate by the City Manager. The City Manager has discretion to allow changes in food cart vendors at any time prior to the special event.
4. Application Revocation: The City Manager may revoke a permit issued under this section upon a finding of any misstatement of fact in the application process or upon a finding of violation of any state or local laws, rules, or regulations.

Section 3: **Exemptions.** Funeral processions and garage sales are exempt from this Ordinance.

Section 4: Additional Guidelines. The City Council may, by resolution of the Council from time-to-time as desired, set additional guidelines and requirements for issuance of a permit.

Section 5: Severability. A determination of invalidity or unconstitutionality by a court of competent jurisdiction of any clause, sentence, paragraph, section, or part of this Ordinance shall not affect the validity of the remaining parts to this Ordinance.

Section 6: Effective Date. This Ordinance shall take effect and become operative thirty (30) days after its date of adoption.

PASSED by the Maupin City Council this _____ day of _____, 2024.

Ayes: ____; Nos: ____; Absent: ____; Abstain: ____.

Carol Beatty, Mayor

ATTEST:

Christine Wolfe, City Recorder



COMMUNICATIONS

DOCUMENTS

[Letter from Keelia Carver](#)

Keelia Carver
91443 Hinton Road
Maupin, OR 97037

1-19-24

Maupin Mayor and City Council
507 Grant Ave.
Maupin, OR 97037

Dear Mayor Beat y and Maupin City Council Members,

I would like to request that you add back in the funding toward a .5FTE librarian position. In the past the City of Maupin has funded additional parttime staffing at the library, please consider doing so again in the next budget cycle. At this time, there is often no option but to close the library down when our Library director Valerie needs medical leave, seeks continuing education or simply takes a vacation day. Last fall when she had her surgery, she coordinated with volunteers to keep the Library open – however, that didn't work well for the volunteers- who because of privacy expectations cannot check out books, nor the patrons who rightly expect a certain level of professionalism and service from our library.

Have the library keep regular hours without unscheduled closures, is important for patrons who might be driving 30+ minutes one way to use library services. Perhaps I am an anomaly, but when I use the library in Maupin, it means that I am spending my money at the Maupin Market, Maupin Country Store and other local businesses. If our library is not reliable – then I end up taking my business to a town that has a reliable library and shopping there.

I also want to highlight the work that the librarian does to help create events and programing to make Maupin the center of a vibrant thriving community. Creating these opportunities takes time for grant writing and reporting, planning, setup and takedown, as well as running the event when it is happening. Additional help to run programing will bring more people to Maupin, creating additional spending at our local business.

Thank you for your time and dedication on the Maupin City Council,

Keelia Carver
541-993-0273



ADJOURN

NEXT PLANNING COMMISSION MEETING

February 13, 2024 at 4:40 p.m. in person and virtual

SUGGESTED TOPICS FOR NEXT CITY COUNCIL MEETING

NEXT CITY COUNCIL MEETING

February 28, 2024 at 6:30 p.m. in person and virtual

MAYOR ADJOURNS THE MEETING